



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
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First District

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Second District

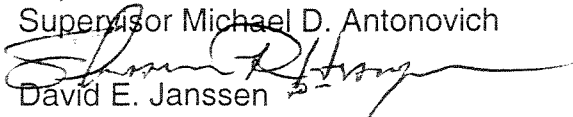
ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

August 7, 2003

To: Supervisor Yvonne Brathwaite Burke, Chairman
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: 
David E. Janssen
Chief Administrative Officer

DEPARTMENT OF HEALTH SERVICES RECOMMENDATION TO APPROVE A RETROACTIVE AMENDMENT TO AN AGREEMENT WITH UNICCO SERVICE COMPANY (ITEM NO. 31, AGENDA OF AUGUST 12, 2003)

This is to advise you that the Department of Health Services has filed a request for Board consideration of a retroactive amendment on the August 12, 2003 Agenda. This action is not in compliance with the Board-approved policy to ensure the timely submission of contracts for Board approval. The retroactive amendment relates to a current agreement for maintenance and repair services provided by UNICCO Service Company to El Monte, H. Claude Hudson, and Edward R. Roybal Comprehensive Health Centers.

Despite the retroactive nature of the amendment, we approved placement of this item on the agenda for consideration by your Board as a policy matter, because the alterations and improvements and other necessary building repairs were made to prepare LAC+USC Healthcare Network (Network) for the May 2002 Joint Commission on Accreditation of Healthcare Organizations survey. This work was authorized by the Network's staff based on their misinterpretation of the contract language to mean that alterations and improvements were not subject to the agreement's maximum obligation. The authorized work totaled \$118,373 resulting in \$89,423 over the contract maximum allowance of \$1,531,658.

As indicated in the Board letter, the Department has taken corrective action to ensure this does not reoccur through increased contract controls. For example, the contract language was clarified with administrative staff and all non-routine work must be reviewed and approved in advance by the Network's Facilities Manager Director before work can be authorized.

Each Supervisor
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If you have any questions or need additional information, please call me or your staff may contact George Parker at (213) 974-1157.

DEJ:DIL
SAS:GP:bjs

c: Executive Officer, Board of Supervisors
 County Counsel
 Auditor-Controller
 Director of Health Services